



## Purpose

The purpose of the Incident Review Committee (Committee) is to ensure reportable incidents are reviewed/investigated in a timely and appropriate manner. A reportable incident is any incident submitted and documented by the completion of a Pueblo Municipal Shooters, Inc. (PMS) Incident Report Form. An incident is defined as an unplanned and/or undesired event that adversely affects the safety and well-being of a person(s) at the PMS facility, and/or has the potential to, or has damaged the facility.

## Procedures

I. **Incident Reporting:** Any member desiring to report an incident must complete a PMS Incident Report Form. Forms are located in the rack immediately behind the sign-in log. The form must be completed in its entirety. The completed form should be placed in the secure box located next to the front entrance of the range. A Committee member will check the box at least twice a week.

II. **Committee Review:** Upon the receipt of an Incident Report Form, the Committee members will meet, normally within 3 days, to review the documentation. All PMS Board members will be notified of any incident whether further investigation is warranted or not via e-mail as soon as the Committee is made aware of an incident.

At initial review, the Committee will determine whether further investigation is warranted. If no further action is required, the resolution will be documented in the appropriate section of the Incident Report Form, and signed by a majority of Committee members. The originator (if known) will be notified of the decision not to conduct any further investigation. Notification should thank the originator for their concern, provide a basic explanation of why no additional investigation is to be conducted, and re-enforce any PMS SOPs items, if deemed appropriate.

III. **Protocol for Contacting Person(s) of Interest:** The following is the process by which the Committee shall contact the person(s) of interest (POI) involved in an Incident Report.

A. After the Committee meets to determine the course of action necessary to address an Incident Report, a member of the Committee will be tasked with the responsibility of contacting the POI.

B. The Committee members shall rotate the responsibility of contacting POIs.

C. The Committee member shall attempt to contact the POI(s) by telephone within 24 hours subsequent to the Committee meeting. If, after three attempts made on three different days to contact the POI(s) by telephone is unsuccessful, then a standard letter shall be sent by certified mail to the POI(s). If the telephone number on file is no longer in service or has been assigned to another person, then a standard letter shall be sent by certified mail to the POI(s). See example Corrective Action Letter in Section 15. The POI(s) shall have 10 days from the date of the letter to contact a PMS Committee member. If no contact is made, if no address is available, or if the certified letter is not successfully delivered, then the Committee shall submit a request to the Board of Directors to suspend the door code of the POI(s) until contact is made

and the Incident Report matter has been successfully resolved. Upon successful resolution, the door code may be reactivated.

IV. **Investigation:** In the event further investigation is warranted, it will be conducted in a thorough, knowledgeable, and professional manner. Investigative tools may include witness(es) interviews, incident participant(s) interviews, surveillance videos, and any physical evidence. The results of the investigation, with any recommendations, will be documented in the appropriate section of the Incident Report Form. The form will be signed by a majority of the Committee members.

V. **Recommendations:** In those cases requiring an investigation with subsequent recommendations, the Committee will provide the PMS Board of Directors (Board) a summary of the incident and investigation. The Board of Directors will determine, based upon the information submitted by the Committee, whether any additional information and/or action is warranted. The Board of Directors' actions/decisions will be documented in the appropriate section of the Incident Report Form.

VI. **Protocol for Notifying Person(s) of Interest of Board's Decision Regarding Incident:** The following is the process by which the Committee shall notify the POI(s) involved in an Incident Report of the Board's conclusion regarding the incident

A. The Committee chairperson will be notified of the Board's decision regarding the incident.

B. The Committee will draft a letter to the POI(s) stating the Board's decision and describing the corrective action(s), including the time limits the POI(s) must comply with. See example Corrective Action Letter in Section 15.

C. The draft will be approved by the Board President or designated alternate. The Corrective Action letter will be sent by certified mail to the POI(s).

D. If attendance at the Free Gun Safety Class (FRSC) is required, the FGSC Administrator will be sent a copy of the Corrective Action letter. The FGSC Administrator will provide proof of the POI's attendance by transmitting a copy of the FGSC roster to the chairperson of the Committee.

E. A designated Committee member will be responsible for follow-up on whether or not the POI(s) have complied with the corrective actions. If the POI(s) does not complete the corrective action(s) within the time limits specified and does not provide a reasonable excuse, the Committee shall notify the Board and recommend the action(s) included in the Corrective Action letter.

VII. **Records:** All records pertaining to an incident and investigation will be maintained on file in a secure area of the shooting range.